

# INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

<b>1. POST</b>	<b>2. AGENCY</b>	<b>3a. POSITION NO.</b>
UGANDA	USAID	
<b>3b. SUBJECT TO IDENTICAL POSITIONS?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		
Agencies may show the number of such positions authorized and/or established:		

<b>4. REASON FOR SUBMISSION</b>
<input type="checkbox"/> a. Reclassification of duties: This position replaces Position No.: _____ Title: _____ Series: _____ Grade: _____
<input type="checkbox"/> b. New Position
<input checked="" type="checkbox"/> c. Other (explain): UPDATED

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority: EXO	Development Program Specialist FSN-4005	FSN-10/11		
b. Other:				
c. Proposed by Initiating Office:	Development Program Specialist FSN-4005			

<b>6. POST TITLE POSITION</b> (if different from official title) Program Budget Specialist	<b>7. NAME OF EMPLOYEE</b> Vacant
<b>8. OFFICE/SECTION:</b> Office of Program & Policy Development	a. First Subdivision:
b. Second Subdivision:	c. Third Subdivision:

<b>APPROVALS AND SIGNATURES SECTION</b>	
9. This is a complete and accurate description of the duties and responsibilities of my position.	10. This is a complete and accurate description of the duties and responsibilities of this position.  Zdenek Suda, Supervisory Program Officer
Typed Name and Signature of EMPLOYEE Date (mm-dd-yy)	Typed Name and Signature of SUPERVISOR Date (mm-dd-yy)
11. This is a complete and accurate description of the duties and responsibilities of this position. <b>There is a valid management need for this position.</b>	12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.  Susan Easley, Supervisory EXO
Typed Name and Signature of SECTION CHIEF or AGENCY HEAD Date (mm-dd-yy)	Typed Name and Signature of Human Resources Officer Date (mm-dd-yy)

**13. BASIC FUNCTION OF POSITION**

The incumbent serves as a USAID Development Program Specialist in the Office of Program and Policy Development (OPPD) of USAID/Kampala Mission. S/he provides substantive support in the formulation and overall management of USAID/Kampala's development assistance budget. S/he independently performs a broad range of advisory, analytical, operational and informational services in connection with USAID/Uganda's \$320 million/year bilateral development assistance program - one of USAID's largest and most complex programs in the world. Some of the functions that the incumbent performs independently include the following: As a senior specialist professional within the Mission, the Development Program Specialist provides guidance to all offices on a wide range of USAID programs and development assistance strategies, policies, and budgeting processes. S/he provides problem-solving program-management guidance on a wide range of activities. S/he furnishes official information to the U.S. Embassy, the Government Uganda (GOU), and other donors on USAID/Uganda programs, policies, development objectives, programs, and resources.

As a senior professional in the Mission, s/he independently performs the full range of program budget and operations functions of the PPD Office, including annual program planning as it relates to funding, and budget documents. S/he manages the Mission's annual Operational Year Budget (OYB), including providing expert advice on the requesting, allocation and distribution of funds for the Mission's program objectives for all sectors of the Mission's assistance portfolio. S/he interprets the programmatic impact of U.S. Government (USG) appropriation legislation and of programming and policy directives established by USAID/W. S/he monitors obligation, commitment of, and accrual against, all program funds. S/he provides expert responses to all program-budget and operations-related enquiries from both Mission and USAID/Washington staff. S/he furnishes official, verifiable information as needed and of the appropriate format and content, for U.S. Embassy senior management, the Kampala USG Inter-agency, the GOU, and other donor agencies in Uganda, related to the current, historical and planned U.S. development assistance budget in Uganda. S/he also responds to ad-hoc public enquiries about U.S. assistance to Uganda that are addressed to the Ambassador, the USAID Mission Director, the Bureau for Legislative and Public Affairs (LPA) and the Uganda Desk Officer, as required and appropriate.

This position is a part of an established career ladder, which provides for the potential to progress to the FSN-11. The incumbent shall enter the position at the FSN-10 level and attainment of the higher grade levels is contingent upon the Specialist (Trainee) successfully completing required training, meeting agreed-upon objectives and milestones, and performing at the Fully Successful (or equivalent) level. Promotion to the targeted FSN-11 grade level is not mandatory, and failure to achieve that high level of performance may be the basis for reassignment, change to lower grade, or dismissal.

**14. MAJOR DUTIES AND RESPONSIBILITIES****% OF TIME****10%**

The incumbent provides expert advice to all levels of USAID Mission staff regarding how USG foreign-assistance legislation and Agency policy priorities impact the Mission's strategy and program-budget planning. S/he advises Mission on the latest legislation and policy directives regarding multiple funding sources, including all USAID/State Department fund accounts and donations from third-party development actors affect annual funding allocations and financial accountability. S/he advises mission staff on the correct preparation of program documents, and interprets how the USAID Automated Directives System (ADS) series 200 and 300 affect planning, design and implementation of programs.

**15%**

The incumbent prepares the Mission's annual planning documents such as the Operational Plan (OP), Performance Plan and Report (PPR) and Congressional Budget Justification (CBJ), various budget planning documents, such as the Embassy-wide Integrated Strategic Plan and the related Mission Resource Requests, and the Mission's inputs for the AFR Bureau Budget Submission (BBS) for submission to USAID/W. S/he assures that these major program budget documents contain the correct financial data, and that these comprehensive annual budget requests are consistent with the USAID programming policies, and guidelines, and with the Mission's Country Development Cooperation Strategy (CDCS). S/he assures, to the best of his/her ability, that the allocation of budget allowances are timely and sufficient to minimize disruptions to activity management, and consistent with the corresponding appropriations legislation, Agency policy, and Mission Management decisions. The incumbent interprets guidance for Congressional Notifications (CN), and reviews planned obligation amounts justified to the Congress in the CBJ to determine if any additional CN is required to be submitted before obligation of program funds in a fiscal year. S/he prepares texts and financial information for the required notifications for processing by USAID/W for submission to Congress.

**15%**

The incumbent independently prepares the annual Operating Year Budget (OYB) based on Agency/Bureau guidance and Mission resource needs. S/he regularly reviews these budgets and their obligation/sub-obligation timelines periodically with the PPD Office Director as needed, and particularly in response to changes in USAID/W policy and Mission project development/design schedules. S/he assures that the budget allocations are adjusted to meet funding requirements of bilateral and Global Field Support projects, and also with the assigned Congressional earmarks and directives targets. S/he manages the Mission OYB obligation process, including the preparation of, and amendments to, bilateral grant agreements with the GOU.

**10%**

The incumbent, in consultation with the Mission technical offices, identifies any Mission need for program funds early in the fiscal year, and ensures the timely preparation and submission of the corresponding requests for those funds to USAID/ Washington, and reconciles the program funds budget allowances for each appropriation with AFR/DP.

**15%**

The incumbent updates the Mission program-funding pipeline and mortgage analyses reports, and, in conjunction with the Mission Office of Financial Management (OFM), prepares and reviews analyses and puts into action plans for de-obligation and/or re-programming of older funding balances, making recommendations regarding possible reallocation or re-obligation of these funds to meet Mission portfolio needs, and then recommends necessary measures to accomplish obligation targets of current year funds, for presentation to the Mission management.

**15%**

The incumbent takes a leading role in various Mission Quarterly Financial Review and portfolio review meetings. She also participates in many other USAID Mission meetings to keep abreast of project implementation and performance progress, including pipeline. S/he reviews bilateral agreements to be negotiated and executed with the GOU for consistency with program plans and budgetary allocations and accuracy. S/he recommends measures for accomplishing timely obligations. S/he provides substantive advice to the Mission's technical offices in terms of resource allocations, budget allowances, Congressional Notification requirements, obligation targets, and earmark/directive target attributions which may influence USAD program operations. While incumbent will work with all technical teams, may be assigned additional specific "backstopping" responsibilities for one team in particular as circumstances require.

**10%**

The incumbent furnishes official information in response to requests from GOU officials related to USAID assistance programs, Development Objectives and various activities, including financial details and budgetary levels for Uganda, across the USG. S/he acts as a key USAID contact with senior GOU officials on USAID programming, budgeting and on ad hoc issues of important to the USAID Mission. S/he the incumbent prepares responses to requests from Ugandan, U.S. public and other donor agencies for information regarding U.S. Government (USG) financial assistance in Uganda. The incumbent prepares ad-hoc, factual, analytical reports, program summaries, and other periodic reports based on a variety of published unpublished data, as required, for USAID/Washington, Mission Director, technical offices, other USG agencies and the GOU. In keeping with increased whole-of-government planning and reporting processes, incumbent will serve as principal point of contact across USG to collect budget data regarding several interagency efforts, including Northern Uganda, USAID-implemented PEPFAR funding, and data related to the United States as a donor.

**10%**

The incumbent serves as overall manager of the OPS Master budget planning system. This role includes data entry and verification, report-making, reconciliation with the Phoenix financial management system, database management, and creation of queries. Included in this role is managing the Quarterly Financial Review process, to include preparation of OPS Master budget reports prior to the meeting, recording budget re-allocation decisions during the meeting, and entry of budget decisions into the system after the meeting. This role will include serving as supervisor to another FSN (Development Program Specialist) who will support use of the OPS Master system as well as support on all nature of budget taskers from USAID/W.

## **15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**

### **a. Education:**

A university degree in accounting, finance, business administration or related field is required. A graduate degree is preferred.

## b. Prior Work Experience:

At least five (5) years of progressively responsible work experience, which preferably includes program management work in a social science field, business administration, communications or information management. Experience in program planning and budgeting, or in an administrative area where emphasis is placed on solid analysis, critical thinking, excellent judgment, writing, and expository abilities within a team framework. Limited experience in information systems is required.

## c. Post Entry Training:

Training and orientation in USAID budgeting and accounting, as well as strategy and activity development, implementation, monitoring and evaluation, as available.

## d. Language Proficiency (List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read):

Level IV (fluent) in English is required. Excellent English language speaking and writing skills required.

## e. Job Knowledge:

A good working knowledge of USAID program management and budgeting systems and general procedures is preferred, along with a general knowledge of the general development context of Uganda. Must possess knowledge of the principles of effective teamwork.

## f. Skills and Abilities:

The incumbent must demonstrate strong on-the-job initiative, plus good time management and communication skills. S/he must possess the ability to work effectively on operational and policy matters with senior and mid-levels professionals within and outside of USAID, including the Ugandan government, the private sector and the donor/client communities, while maintaining the flexibility to deal simultaneously with a wide variety of problems. The incumbent should have the ability to analyze complex programs, budget data, and relationships, and to prepare and critique analytical reports. S/he must demonstrate the ability to render advice with objectivity; to operate efficiently and effectively in a multi-cultural, multi-racial organization; and to work under pressure within a team environment to meet tight deadlines for high quality products. S/he must have the ability to ensure that key USAID goals, priorities, values, and other issues are considered in providing advice on program decisions and to ensure that USAID/Uganda's strategic visions are reflected in the management of its programs, customers, and partners. Excellent skill in team participation, and excellent writing and communication skills are essential and required

**16. POSITION ELEMENTS**

## a. Supervision Received:

The incumbent functions with substantial independence, with minimum detailed supervision and mentoring. There is a collaborative working relationship between the incumbent and other members of the Program and Policy Development Team. The incumbent works at the highest levels in the Mission, working directly with Development Objective Team Leaders and their staff, as well as frequent contacts with the Mission Director and the Deputy Mission Director. The incumbent reports directly to the Director of the Program and Policy Development (PPD) office.

## b. Supervision Exercised:

Supervision of a new FSN 9/10 Development Program Specialist, starting in mid-2015.

## c. Available Guidelines:

USAID's Automated Directive System (ADS) has extensive guidance on program budgeting, the fundamentals of USAID accounting, program development and activity design, management, implementation, evaluation, and activity closeout. Additional Mission guidelines exist governing particular aspects of program management and reporting. In addition, the incumbent must stay current with USAID/Washington's guidance messages on topics related to program development, implementation and reporting.

d. Exercise of Judgment:

The incumbent exercises independent judgment in support of Development Objective teams, particularly in discerning the extent to which proposed new activities support the Mission's strategy, and activity implementation actions conform with Agency and Mission policy, procedures and guidelines. The incumbent has latitude in participating in an advisory role in the formulation, administration, and evaluation of USAID programs, as a representative of the Program and Portfolio Development Team, and in support of assigned Development Objective teams. Reliance is placed on his/her professional judgment and political acumen in matters concerning interactions with USAID partners, including representatives of the Government of Uganda.

e. Authority to Make Commitments:

Incumbent provides programmatic oversight and general guidance to Mission staff, as well as technical advice to various teams in USAID/Uganda. The incumbent may recommend, but may not make final high-level USAID decisions on policy matters and may not make financial commitments on behalf of the USG.

f. Nature, Level, and Purpose of Contacts:

The incumbent maintains regular contact with all members of the PPD staff, the FMO staff, the Director/Deputy Director's office's staff. S/he is also in regular contact with Development Objective teams in developing and monitoring the USAID portfolio of activities. Program contacts with USAID partners are generally coordinated through assigned DO team members. The incumbent establishes and maintains regular contact with a number of stakeholders, partners, customers and other donors concerning information communications and technology. The incumbent is the principal Mission liaison with the Ministry of Finance, Planning and Economic Development on all matters related to bilateral grant agreements. S/he incumbent liaises with the USAID/Washington Africa Bureau/ Development Program (AFR/DP) office staff on a range of items. These contacts involve the ability to monitor the work of others, as well as to generally explain USAID programs and procedures. They also involve the ability to develop a professional network with other development organizations.

g. Time Expected to Reach Full Performance Level:

Twelve months.